After fully completing the BIP Large Bridge Project Application Template, please follow the below steps to save it as an **.XLS** file and upload the document to the web portal.

Summary:

- 1. Save As .XLS
- 2. Select "Continue" in MS Excel Compatibility Checker dialog box
- 3. Select "No"
- Close File (to confirm the data are saved properly, we recommend opening and viewing Sheet 8 NBI Data)
- 5. Upload to Grants.gov

Steps in Depth:

- a) Open the document
- b) Select "File" -> "Save As"
- c) Select the Excel 97-2003 Workbook (\*.xls) file type

Large_Bridge_Template	]_		
Excel 97-2003 Workbook (*.xls)	) [	🤛 Save	
More options			
New Folder			

d) The next dialogue box warns that the data in the NBID Raw sheet beyond the row limit of the XLS file format will be lost, among other warnings. If Excel doesn't recalculate the formulas (see next step), this shouldn't affect data in the application template. Select "Continue".



e) This dialogue box asks if Excel should recalculate all formulas when the workbook is opened. To preserve the data that were pulled from the NBID Raw sheet into the

## application, change from the default option and select "No".

Microsoft Excel

Defined names or formulas in this workbook may display different values when they are recalculated in an earlier version of Excel if they: • Reference cells outside of the row and column limit of an earlier version of Excel

×

Include functions that are not supported in an earlier version of Excel
Use formula limits that are not supported in an earlier version of Excel (such as greater than 7 levels of nesting)

Do you want Excel to recalculate all formulas when this workbook is opened?

Yes	No	Help

- f) Close the file
- g) Upload the file to Grants.gov.